



DeWitt Public Schools



SECTION 00100 INVITATION TO BID

PROJECT

DEWITT PUBLIC SCHOOLS
2008 RENOVATION PROJECTS
DEWITT JUNIOR HIGH BLEACHER REPLACEMENT

OWNER

Dewitt Public Schools
Board of Education
2957 W. Herbison Road
Dewitt, Michigan 48820

ARCHITECT

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Architects #08-13 – Dewitt Junior High Bleacher Replacement

DESCRIPTION OF PROJECTS:

2008 RENOVATION PROJECT - DEWITT JUNIOR HIGH BLEACHER REPLACEMENT

Work includes removal existing bleachers, Providing New Telescoping Bleachers, construction of a new Gypsum Drywall over Metal Stud Partition, Painting, Electrical, and Misc. work.

PRE-BID SITE VISITS:

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No Pre Bid meeting is required.

Dewitt Junior High School, 2957 W. Herbison Road , Dewitt, MI 48820 will be open Monday July 7, 2008 to Thursday, July 10, 2008 between 8:00am and 12:00noon for trade contractors to observe the site conditions. Please sign in at the Board of Education Office when you visit the site.

Please contract the Architect for any questions related to bidding or scope of work.

TYPE OF BIDS REQUESTED

Separate Bids are requested for the five (5) area of work.

2008 RENOVATION PROJECTS, DEWITT JUNIOR HIGH BLEACHER REPLACEMENT, Sealed proposals

for construction work of trades for each portion of the project will be received.

TIME AND PLACE

Sealed proposals will be received until 10:00 a.m. local Time, on Monday, July 14, 2008, Dewitt Public Schools, Board of Education Room , 2957 W. Herbison Road, Dewitt, Michigan 448820. Bids will be opened and read aloud. Bids received after the time and date for receipt of Bids will be returned unopened.

Bid forms are included in the Project Manual. One copy of the proposal form shall remain bound the Project Manual. Bids must be submitted prior to the date and time specified in an Opaque Envelope marked in large letters –

BID PROPOSAL”

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The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

No oral interpretations will be made. Interpretations must be made in writing and delivered to the Architect at least seven (7) working days prior to bid opening. Interpretations will be made in writing and furnished to prospective bidders present at the pre-bid inspection meeting.

Each bidder is responsible for making their own measurements, for acquainting themselves with the specification documents, and for inspecting the work site and conditions.

PROPOSAL GUARANTEE

Each proposal must be accompanied by a proposal guarantee in an amount equal to five percent (5%) of the basic proposal. Guarantee shall be in the form of a certified check or bid bond executed by and approved surety company, made payable to the Dewitt Public Schools. Proposal guarantee shall run for a period of **sixty (60)** days.

ACCESS TO BIDDING DOCUMENTS

Bidding documents are on file at the following locations and are available for the use of bidders:

Office of the Architect,

Dewitt Public Schools Board of Education Office
F. W. Dodge of Grand Rapids,

Builders Exchange of Lansing and Grand Rapids, MI
CNS of Michigan

PROCUREMENT OF BIDDING DOCUMENTS

Copies of the bidding documents may be obtained from the Architect, with each contractor being entitled to obtain up to two (2) sets, and each Sub Contractor entitled to obtain one (1) set of bidding documents for a refundable deposit of \$50.00 per set. Make Checks out to “*Dewitt Public Schools*”. Provide a self address stamped envelope for return of deposit when drawings are returned after submission of bid proposal.

If any bidder requires more than the sets of bidding documents stipulated, such additional full sets may be purchased from Capital City Blueprint at cost and this purchase amount will not be refunded. Subcontractors and suppliers may purchase complete sets of bidding documents at cost and this purchase amount will not be refunded.

Bid documents may be shipped or mailed to contractors upon written request and prepayment (by check made out to Roger L. Donaldson AIA PLC) of \$20.00 to cover cost of wrapping, handling, shipping and mailing. This is for the contractor's convenience only, and the cost of this service is without refund.

The deposit for the bidding documents will be returned to each bidder who:

- Submits a bona-fide proposal on time;
- Has returned the documents, in good condition, within ten (10) business days after opening of proposals.
- Has provided a self address stamped envelope;
- Or, is a successful low bidder and receives a contract award.

No refund will be made to those bidders who fail to submit a bona-fide proposal, or to those who return the documents after 10 business days of the bid opening., or return damaged and/or partial documents.

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A bidder may return the documents with a copy of Section 00211 – Statement of No Bid at least seven days prior to the bid proposal due date and receive a refund of the deposit for each set of documents returned in good condition.

CONTRACT SECURITY

For Bid Proposals under \$50,000.⁰¹, the Owner reserves the right to require any successful Bidder to furnish both a "Performance Bond" and a "Labor and Material Payment Bond", each bond in the amount of 100% of there contract. Do not include costs for a "Performance Bond" and a "Labor and Material Payment Bond" in Base Bid.

For Bid Proposals over \$50,000.⁰⁰, the successful Bidder will be required to furnish a "Performance Bond" and a "Labor and Material Payment Bond", each bond in the amount of 100% of his contract, as required in the "Instructions to Bidders", and this cost is to be included in the Bid Proposal.

RIGHTS RESERVED BY OWNER

The owner reserves the right to reject any or all proposals and to waive any irregularities in bidding, or to accept the lowest responsible proposal(s), that in the opinion of the owner will serve the best interest of the owner. The owner will not be obligated to accept the lowest proposal. The owner further reserves the right to approve all subcontractors.

WITHDRAWAL OF PROPOSALS

No proposals may be withdrawn for a period of **sixty (60)** days after the receipt of proposals.

END OF SECTION 00100